

Admin & Reprographics Officer

Report to:	Admin Manager / Headteacher's PA
Responsible to:	The Headteacher and Governing Body
Responsible for:	Curriculum Resources Assistant(s) on the respective site

The role

This is a vital role in ensuring the smooth day-to-day running of the school. The core purpose of a support role is to assist in the delivery of high-quality education by supporting students, teachers, and the wider school community.

The successful candidate will play a key role in the smooth running of the school & administration and reprographics services, supporting reception operations, coordinating Curriculum Resources

Assistants (CRAs), managing major reprographics work, overseeing photocopying services and supporting staff cover arrangements when required.

The Person

We are looking for a dedicated and enthusiastic individual to join our support staff team—someone who is committed to helping students thrive and who enjoys working as part of a collaborative and supportive environment.

The ideal candidate will have:

- A genuine passion for supporting young people in their learning and development
- A commitment to inclusive, student-focused education
- Strong communication and organisational skills
- A flexible, proactive, and positive attitude
- The ability to work effectively both independently and as part of a team

This is a fantastic opportunity to play a key role in the daily life of the school and to make a real difference in the lives of our students.

What We Offer

As part of our commitment to staff wellbeing and development, we offer a comprehensive benefits package, including:

- Extensive CPD and professional growth opportunities
- Employee Assistance Programme
- Cashback Health Benefits
- Cycle to Work Scheme
- Pension Scheme
- Opportunities for progression and leadership

Supplementary Information

- Applicants who have applied for this post in the last 6 months need not apply.
- We are committed to safer recruitment and to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community.
- The successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check and register the DBS on the Update Service.
- Please note: CVs will not be considered as part of your application.
- Applicants may be contacted for a brief pre-screening call as part of our interview process to assess their suitability for the role.
- Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume you have not been successful on this occasion.